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Q: I've heard that Facebook plans to introduce a new search tool that will make all posted items retrievable by anyone. What can I do to ensure content that I want to keep private stays that way?

A: Facebook recently announced the imminent launch of its new Graph Search tool that, for the first time, makes all posts searchable across Facebook pages. For more information, see the Graph announcement on the landing page of

www.facebook.com. This new tool will enable anyone to easily search everyone else's personal information and posts.

The good news is that Facebook claims Graph will respect users' current privacy settings and not return hits that are so protected. The bad news is that too many Facebook users have not deliberately reviewed or adequately set their privacy settings. Teachers are encouraged to review their Facebook privacy settings over the coming weeks and to learn more about the Graph Search tool.

The following tips are based on ABC's *Good Morning America* contributor Joanna Stern's practical tips for enhancing privacy settings in advance of Graph's launch ("Facebook Graph Search: Now Is the Time to Go Over Your Privacy Settings," January 16, 2013).

1. Share with "friends" and only friends

When you right click on any status update or photo, you can select the default access setting to "friends." Also, open your privacy settings menu available under the "lock" icon at the top-right corner of your homepage. Review all settings to ensure that your choices of who sees what content are reflected in those settings including posts and photos.

2. Review your likes

Graph will also search likes, and the results might reveal likes that have become outdated. Now is the time to review your likes.

3. Review your photos

Graph will search photos. Manage your tagged photos and untag the ones which you would not want included in someone's search results. Select the lock icon in the upper right-hand corner. Review the settings under "Who can see my stuff?" and then "Where can I review all my posts and things I'm tagged in?" Review the Activity Log, select the photos tab and choose which photos should be public or private.

4. Make permissions lists

You can create lists of people and assign different levels of access to members of the list. You may want only family (not colleagues) to see your photos. Access the friends list from the timeline. This will let you see which friends are on each list. Last, you can view your timeline as that person by going back to the lock icon in the top-right corner, selecting "Who can see my stuff?" and then "What do other people see on my timeline?" Put in the friend's name and you can see what he or she sees on your timeline.

5. Be diligent

Review your Facebook page and its settings regularly. Graph will make everything so much easier to find and retrieve. That's its function. Make sure your settings reflect your choices about what you want found out about you.

For more information, go to Facebook's rationale for creating Graph at www.youtube.com/watch?v=U94DTriAvuA or Facebook's own promotional video at www.facebook.com/index.php?stype=lo&lh=Ac9FgJYvUfAHpm4u.